

Summary of the Legislative Services Agency's functions

The LSA serves as the nonpartisan staff to the 150 member Indiana General Assembly. The LSA's primary duties are performed by three divisions as follows:

Office of Bill Drafting and Research: (1) Drafting of all introduced bills (2) Legal counsel to 39 standing and a large variety of interim study committees; (3) Drafting of nearly all post-introductory amendments, standing committee reports, and conference committee reports; (4) Research on legal issues as requested by members of the House and Senate.

Office of Fiscal and Management Analysis: (1) Producing fiscal notes for all introduced bills, and bills as they are amended during the legislative process; (2) Assist in biennial state budget preparation; (3) Provide assistance to standing and interim study committees; (4) Maintenance of statewide property (and other) data bases.

Office of Code Revision: (1) Review and perform legal editorial work on all bills, as well as post-introductory amendments and committee reports; (2) Publish the Indiana Code, Indiana Register, and the Indiana Administrative Code.

Although they are not officially "offices" within the LSA, three other major functions performed by the LSA are as follows:

Computers and VOIP: The LSA employs several computer technicians and programmers who develop and maintain the agency's own extensive computer system and software programs, as well as providing assistance in these matters to the House and Senate. The legislative branch has recently converted to a VOIP telephone system - the LSA also maintains that system.

Internet Data: The LSA works with the executive branch's Office of Information Technology to provide a large amount of data to the state's "Access Indiana" web site - for many months of the year the agency generates the most hits to Access Indiana of any state entity. The legislative web site can be accessed at <http://www.in.gov/legislative/>

Printing Legislative Documents: An "in-house" staff of LSA employees now prints all bills during each legislative session (this function was formerly performed by a private contract printer). In addition, the agency publishes the Indiana Code and its supplements, session laws, House and Senate Journals, and a variety of other publications.

Other ancillary functions performed by the LSA include:

- (1) Census and legislative redistricting GIS services;
- (2) Operation of the Legislative Information Center (walk-in for distribution of bills, reports, etc.); and
- (3) Management of legislative travel reimbursement and related services.

Statutory Overview

The Indiana statute concerning establishment of the Legislative Services Agency (LSA) and appointment of an Executive Director reads as follows, with passages concerning the Executive Director underscored:

IC 2-5-1.1-7

Sec. 7. (a) The council shall maintain a bipartisan service and administrative agency for the general assembly to assist it in the performance of its constitutional responsibilities as a separate and independent legislative branch of state government. The service and administrative agency shall be known as the "Legislative Services Agency."

(b) In maintaining the legislative services agency the council shall:

(1) establish the qualifications for and employ such personnel as are required to carry out the purposes and provisions of this chapter;

(2) employ an executive director, to be charged with the administrative responsibility of all offices, departments, or divisions which the council may from time to time establish, and to serve as chief executive under the council;

(3) adopt rules and regulations governing personnel practices and establishing the rights, privileges, powers, and duties of all employees;

(4) provide for employees to be covered by the public employees' retirement fund; and

(5) establish a pay scale for all employees including the executive director.

Rules and regulations adopted by the council under subdivision (3) are not subject to IC 4-22-2. In those rules and regulations, the council may limit the political activity of legislative services agency employees.

(c) The executive director is entitled to serve as long as he properly performs his duties, but he may be removed at any time upon the affirmative vote of twelve (12) members of the council.

(d) The executive director may submit to the council such reports and drafts of resolutions, budgets, and appropriation bills as may be required for the efficient operation of the council's activities and programs.

(e) The legislative services agency shall perform such bill drafting, research, code revision, fiscal, budgetary, and management analysis, information, administrative, and other services as are requested by the council.

The "council" referred to in the above statute is the Indiana Legislative Council, which is established by the following statute:

IC 2-5-1.1-1

Sec. 1. There is hereby created a legislative council which shall be composed of sixteen (16) members of the general assembly as follows:

(a) From the senate: The president pro tempore, the minority leader, the majority

caucus chairman, the minority caucus chairman, three (3) members appointed by the president pro tempore, and one (1) member appointed by the minority leader.

(b) From the house of representatives: The speaker of the house, the majority leader, the minority leader, the majority caucus chairman, the minority caucus chairman, two (2) members appointed by the speaker, and one (1) member appointed by the minority leader.

(c) The president of the senate may serve as an ex officio non-voting member of the council.

(d) The members of the council who serve by virtue of their office shall serve until their successors are selected.

(e) The appointed members shall serve from the date of their appointment until the next general election at which they run for reelection, or until the convening of the first regular session of the next general assembly, whichever is first to occur. The president pro tempore, speaker, and minority leaders shall appoint their members not later than five (5) days after the close of a first regular session of a general assembly.